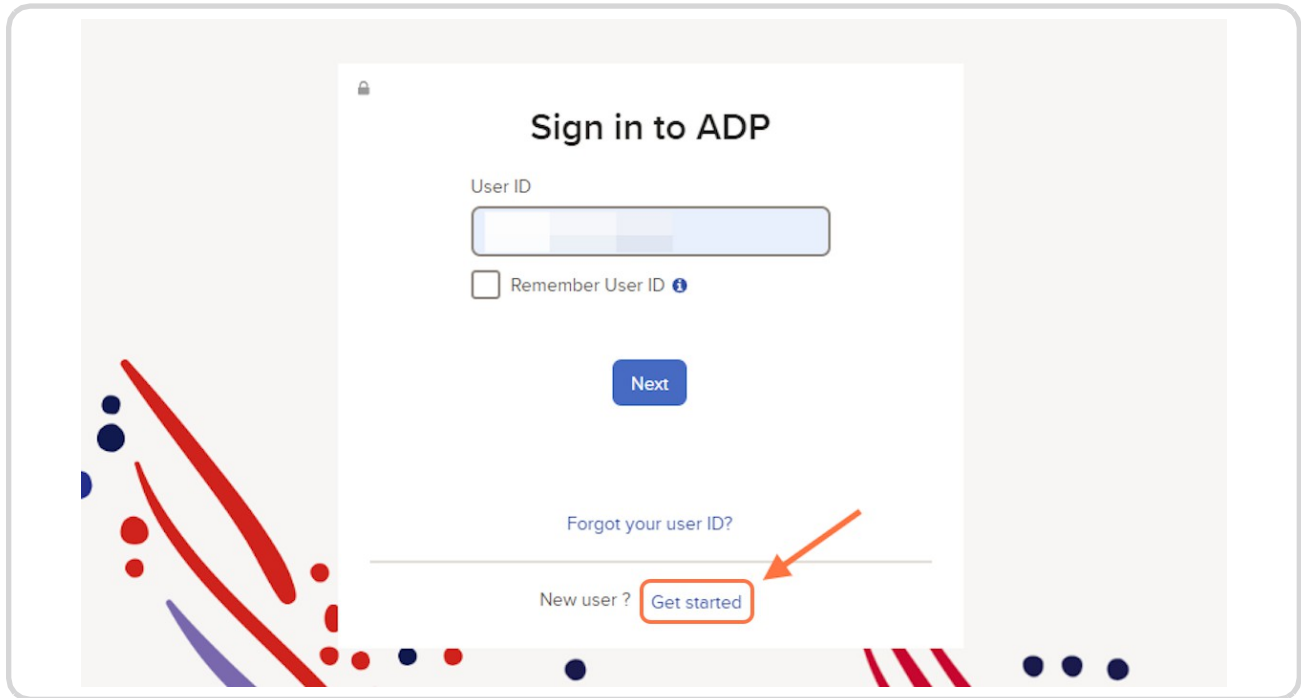# How to Access Your W2 in ADP

Step by step instructions on how to register for your ADP account to access your 2023 W2
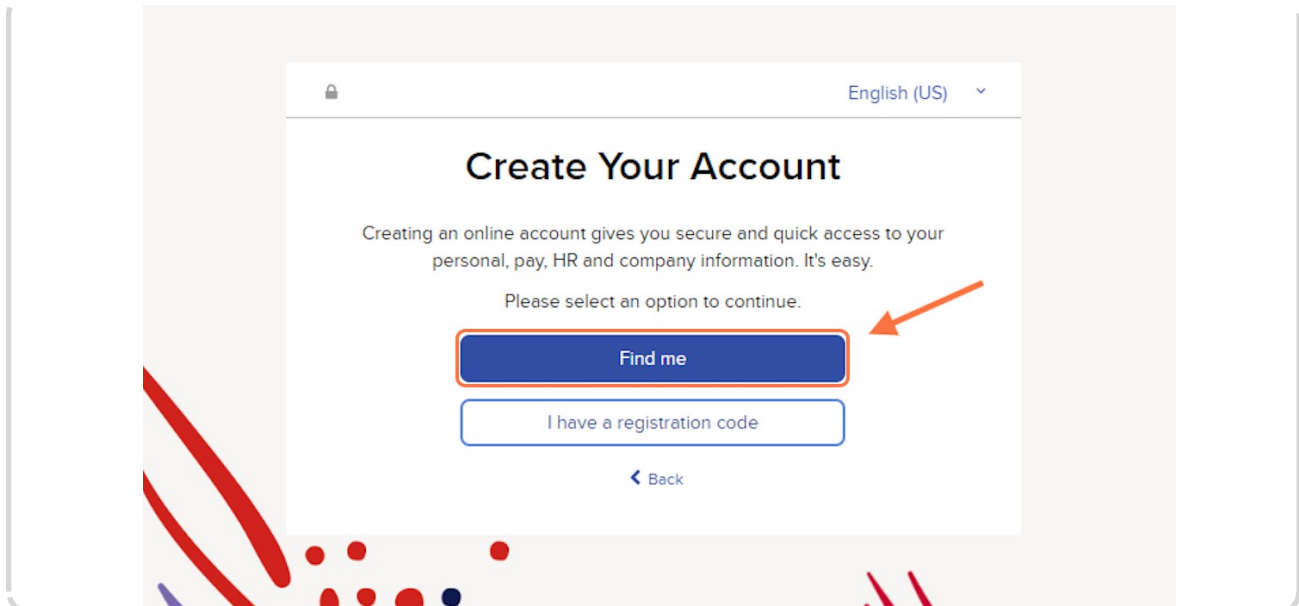

STEP 1

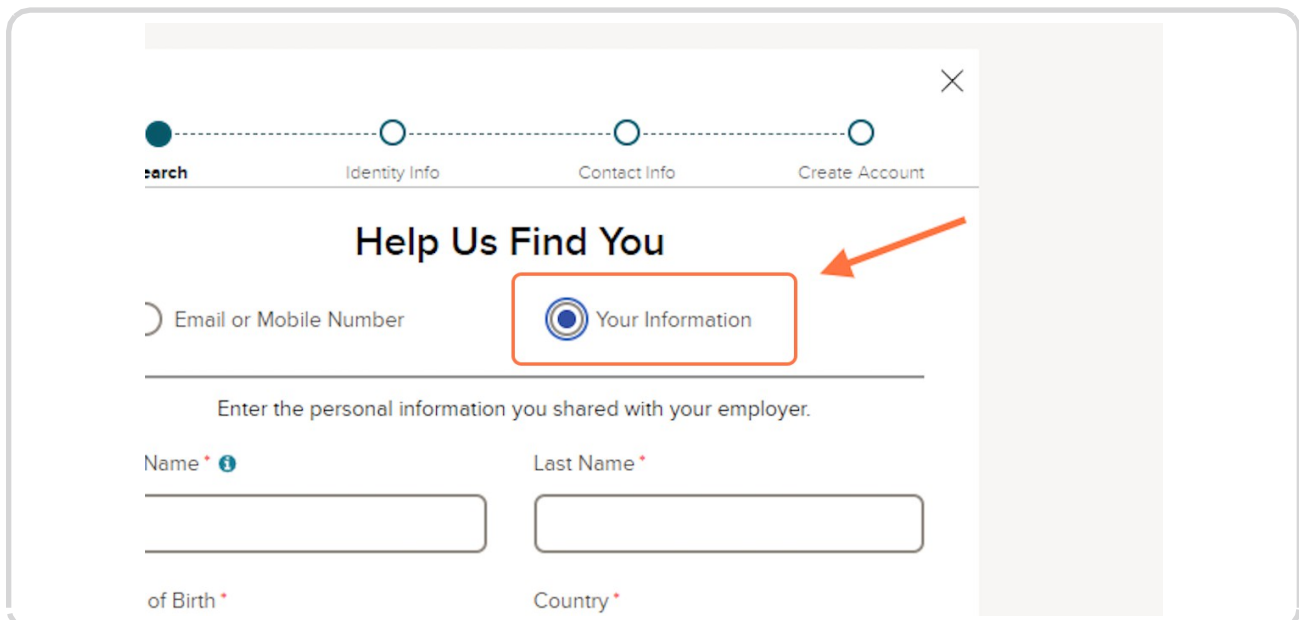## Navigate to my.adp.com and click on the 'Get started' hyperlink

STEP 2

Click on the 'Find me' button

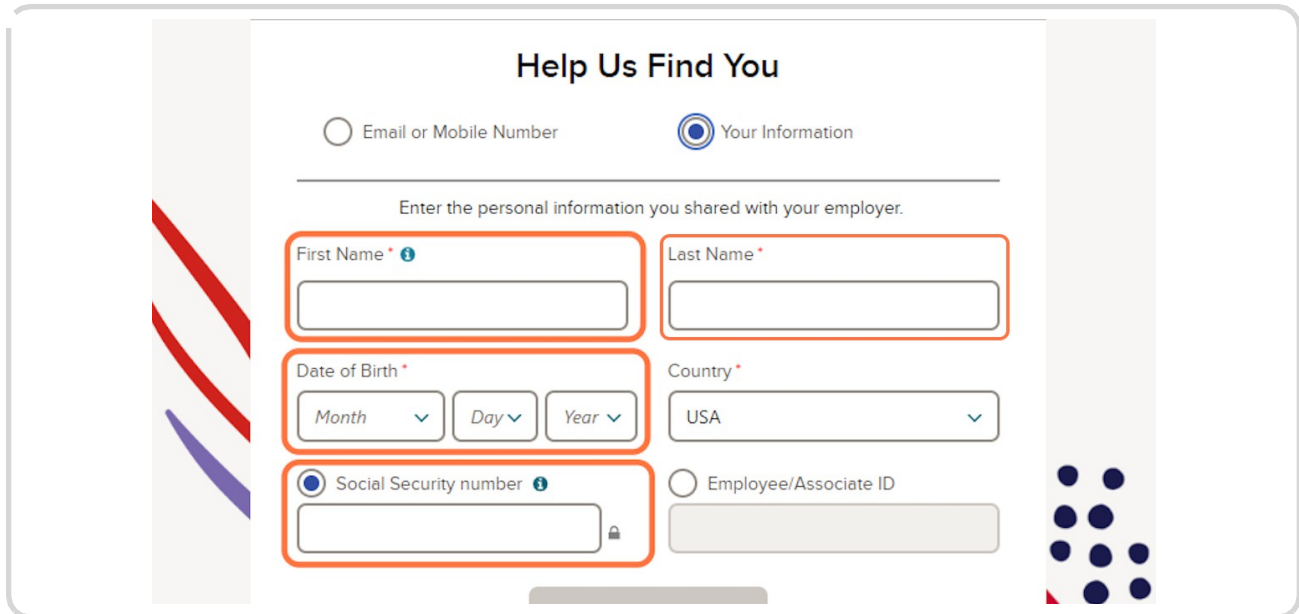**STEP 3**

Click on the radio button for 'Your Information'

We will not be using the Email or Mobile Number option for this step

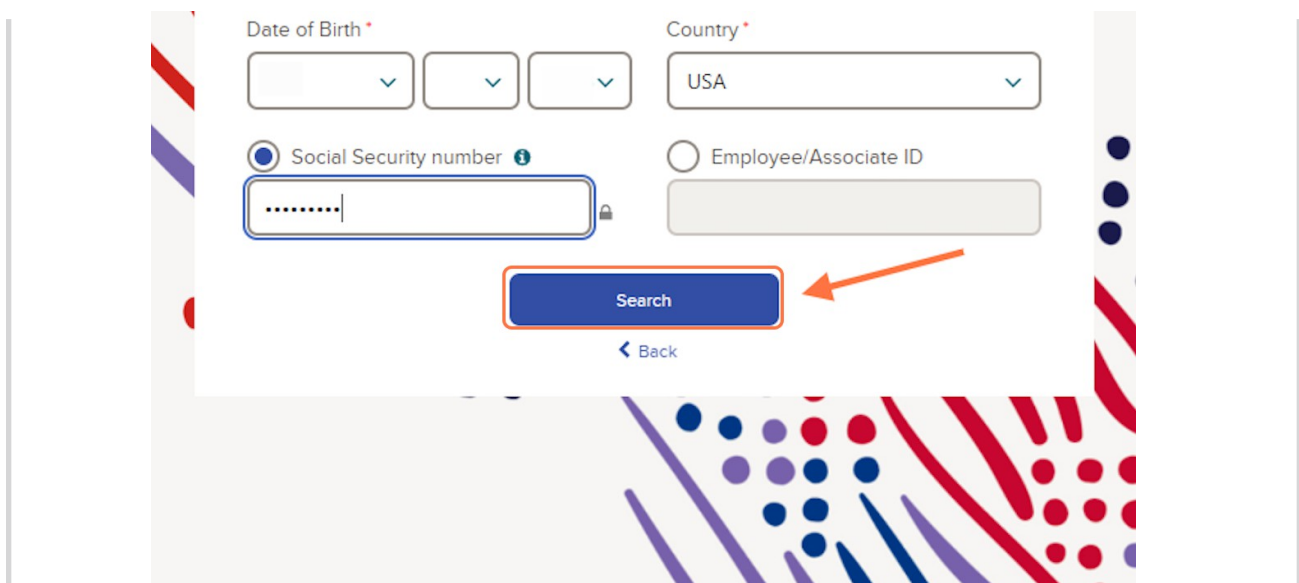## Enter your First Name, Last Name, Date of Birth, and SSN – Do not select the option for Employee/Associate ID

If you are unsure of how we have your government name listed in the system, please reach out to employeew2@mau.com
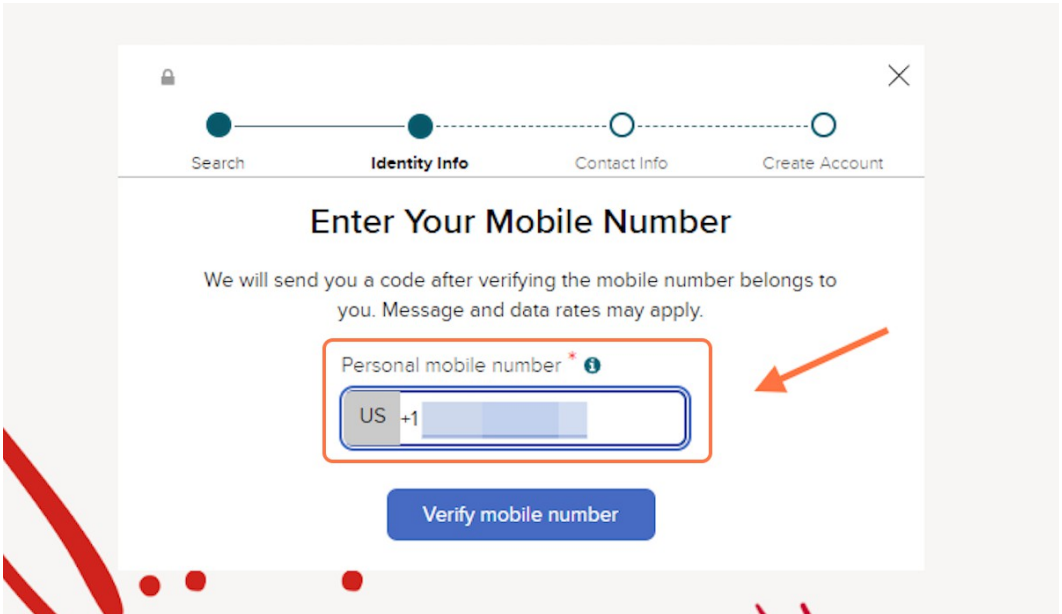
Click on the 'Search' button

Click on the option to "Verify me using my mobile number"

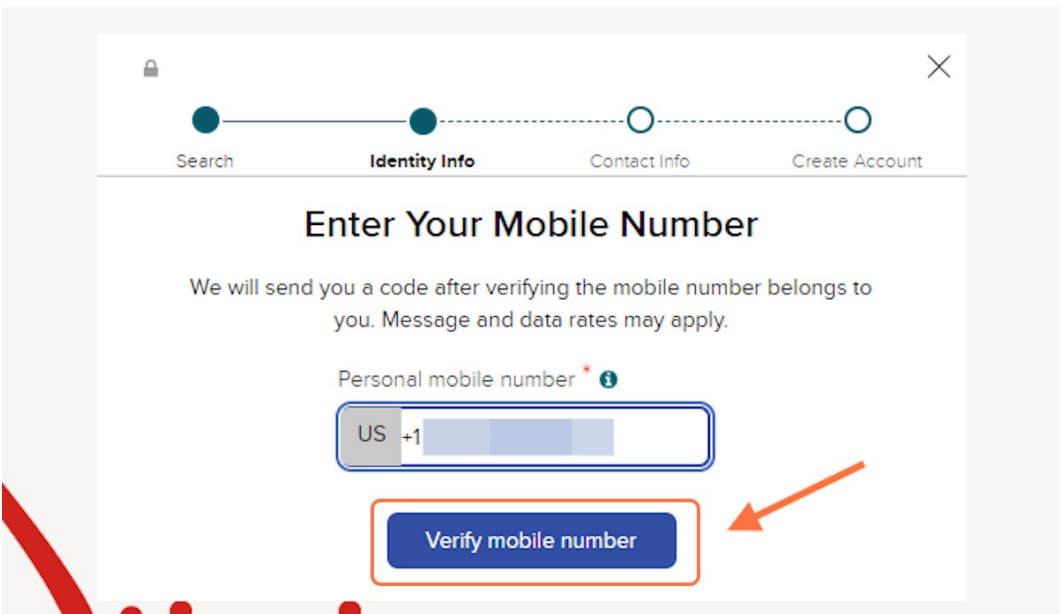If you get stuck on this step due to any issues with a mobile number, please contact employeeW2@mau.com

Type your mobile number

Click on the 'Verify mobile number' button
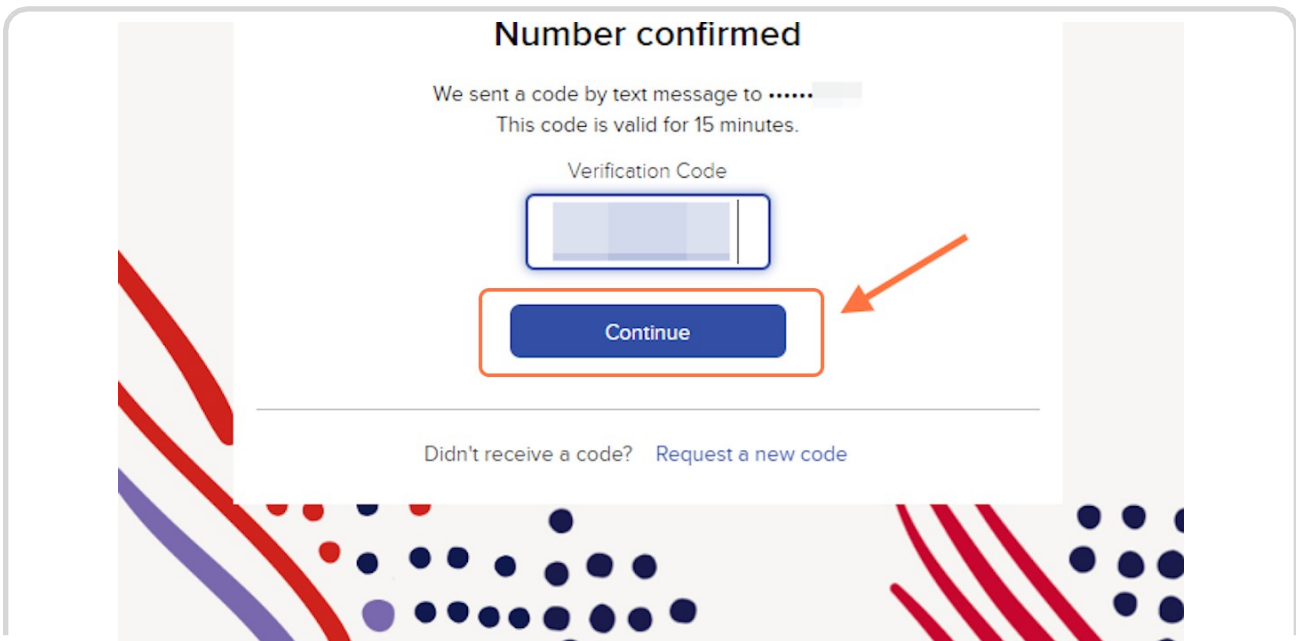
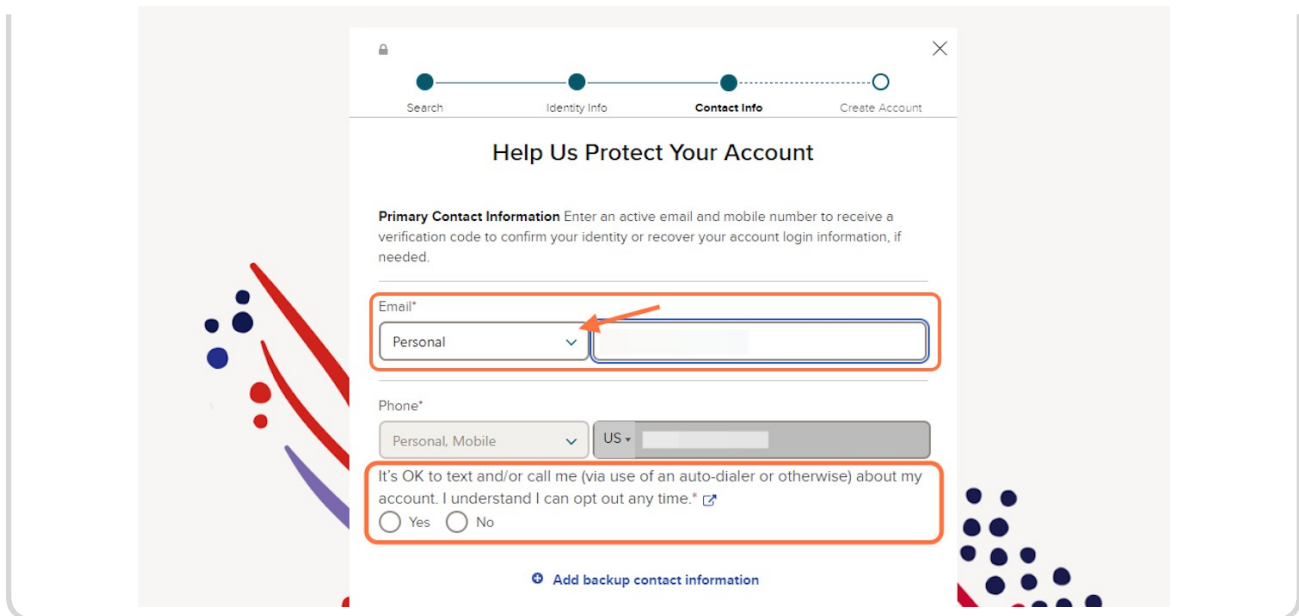**You will receive a verixcation code to your mobile device, type the number you receive in this bo0**
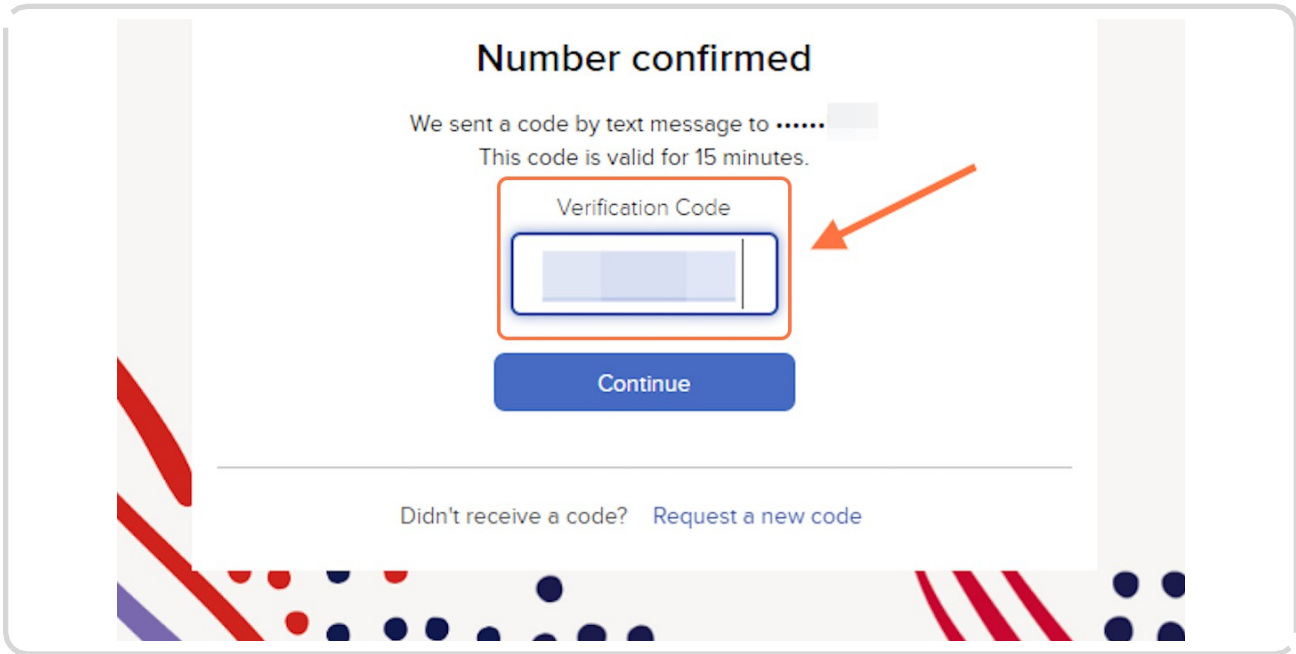
Click on 'Continue'

Fill out your email address and answer the communication consent Question

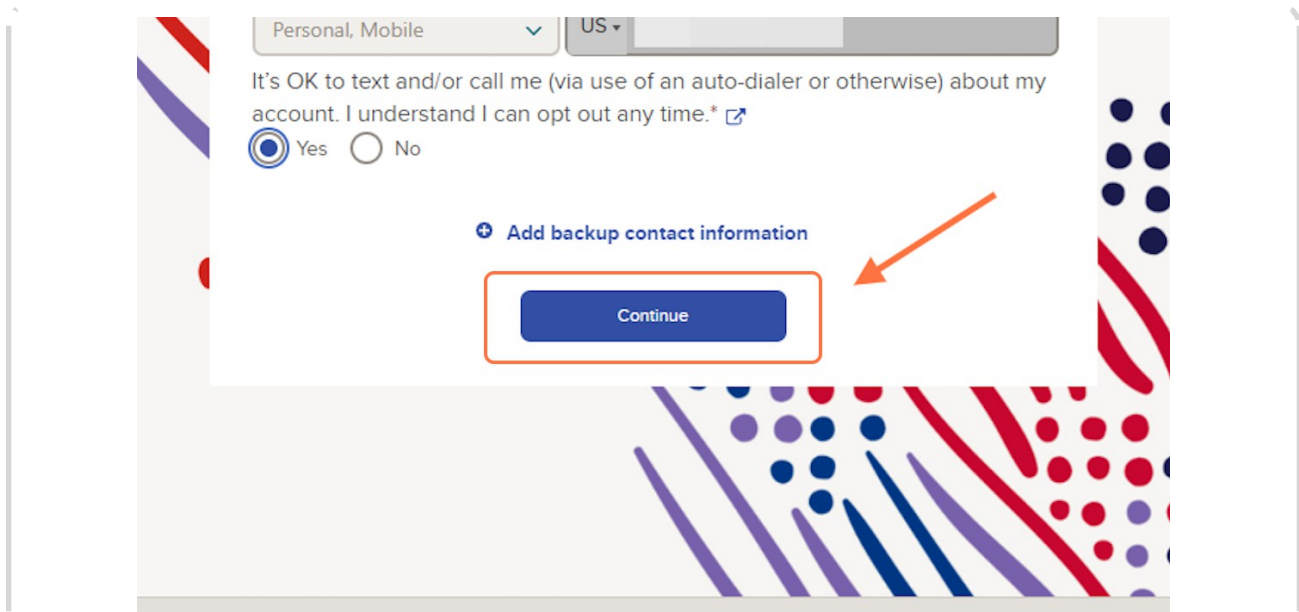We recommend clicking the drop down to select the option for your Personal email instead of using your work email

Click on 'Continue'

Create and conxrm your password for your account

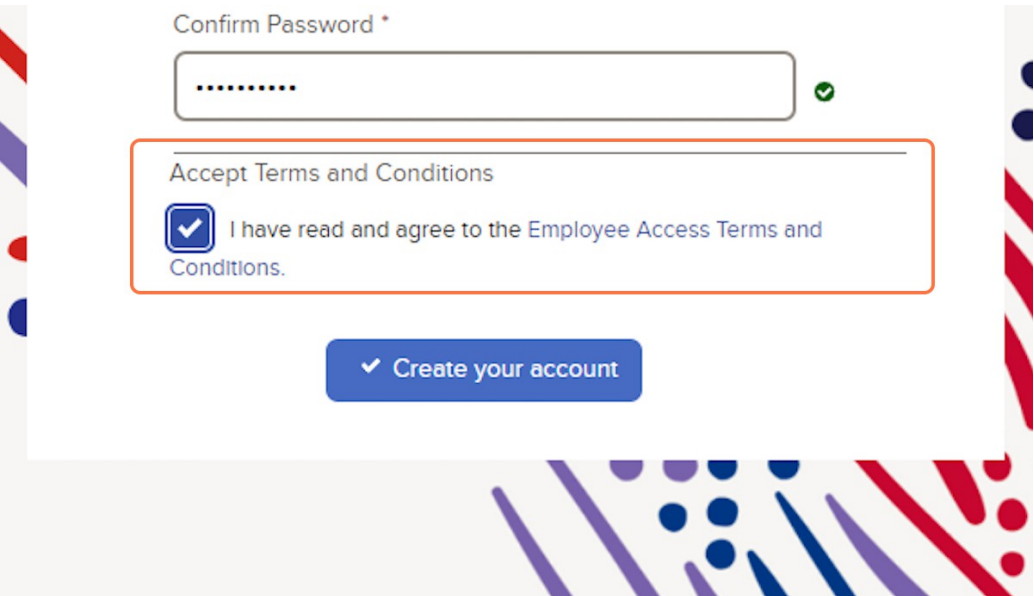ADP will automatically create a username for you and send a copy of this to the email you entered in the previous screen

Select the checkbo0 to agree to the Terms and Conditions

Click on 'Create your account'
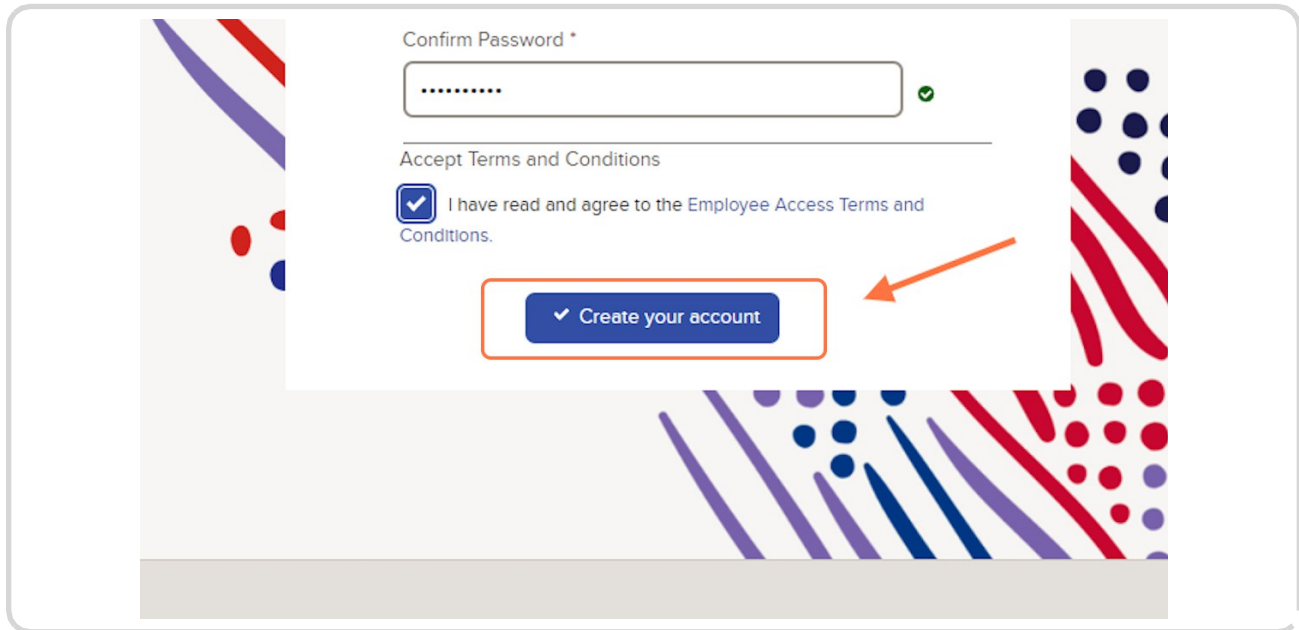
Mnce you've successfully created your account, click on the option for jyADP

You might have additional options listed here, but your W2 lives in the MyADP portal

Sign into jyADP

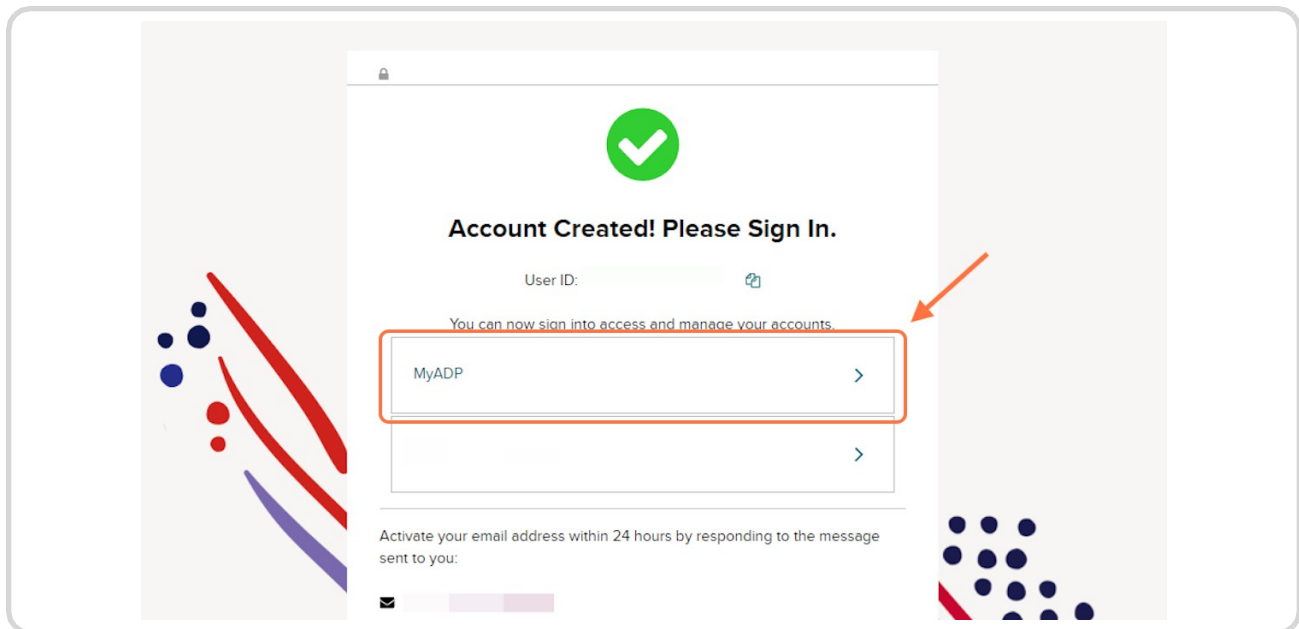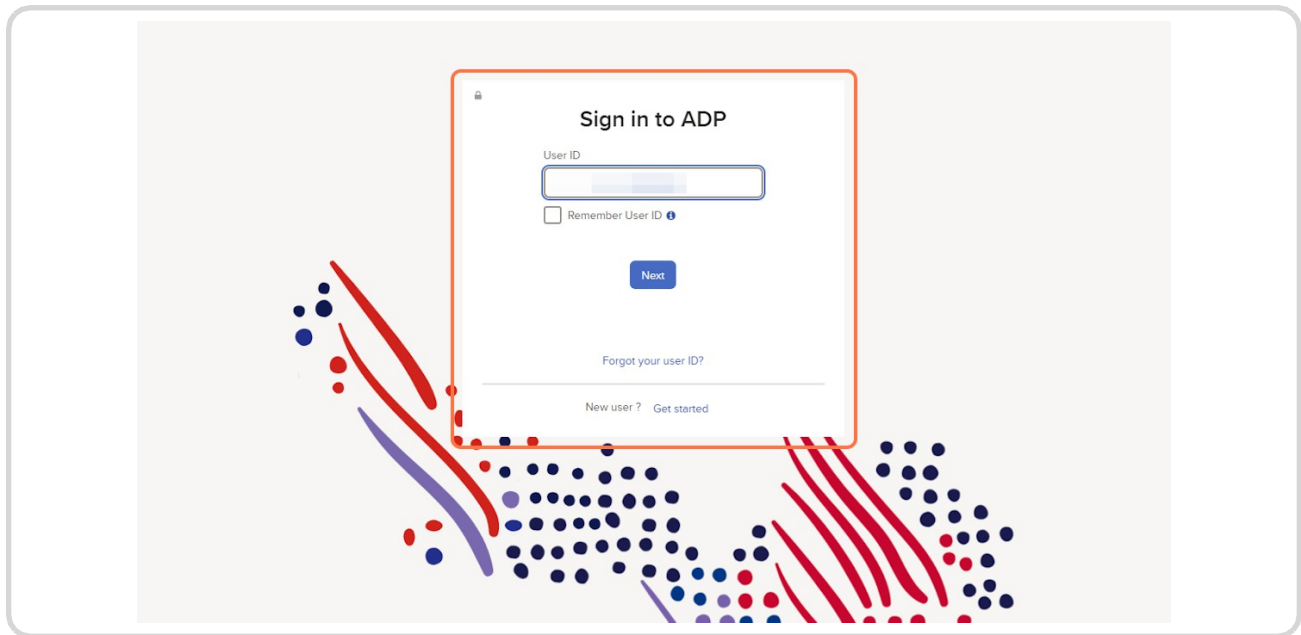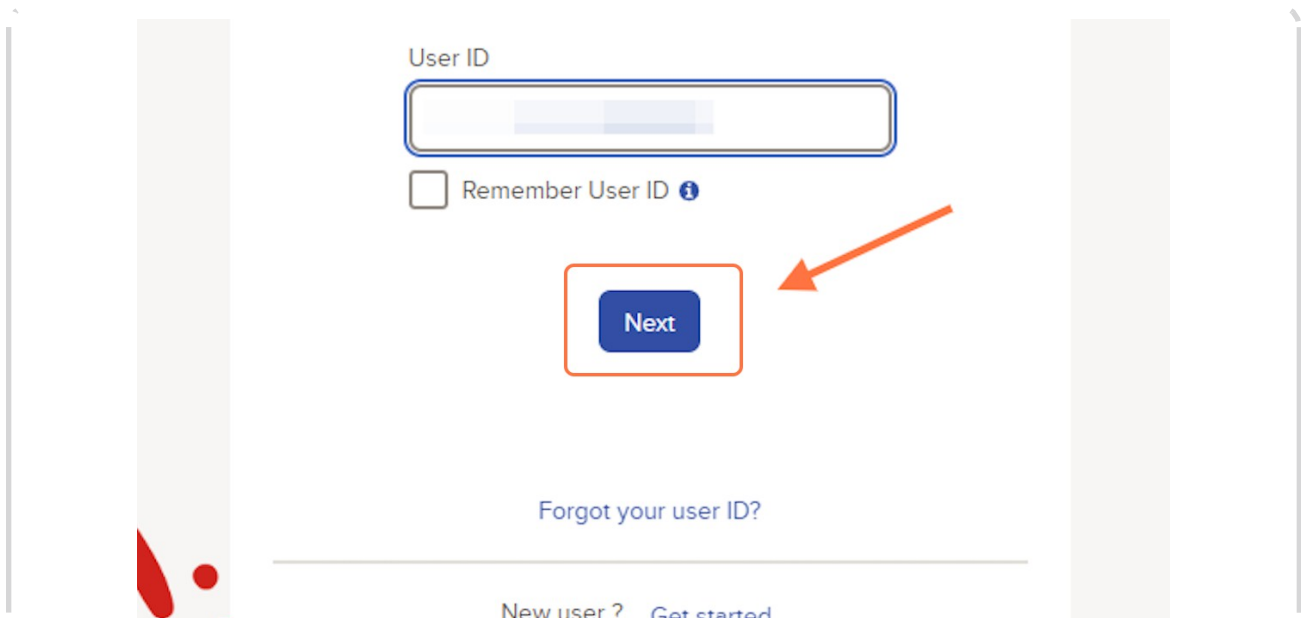The username that ADP has created for you should automatically populate in the User ID
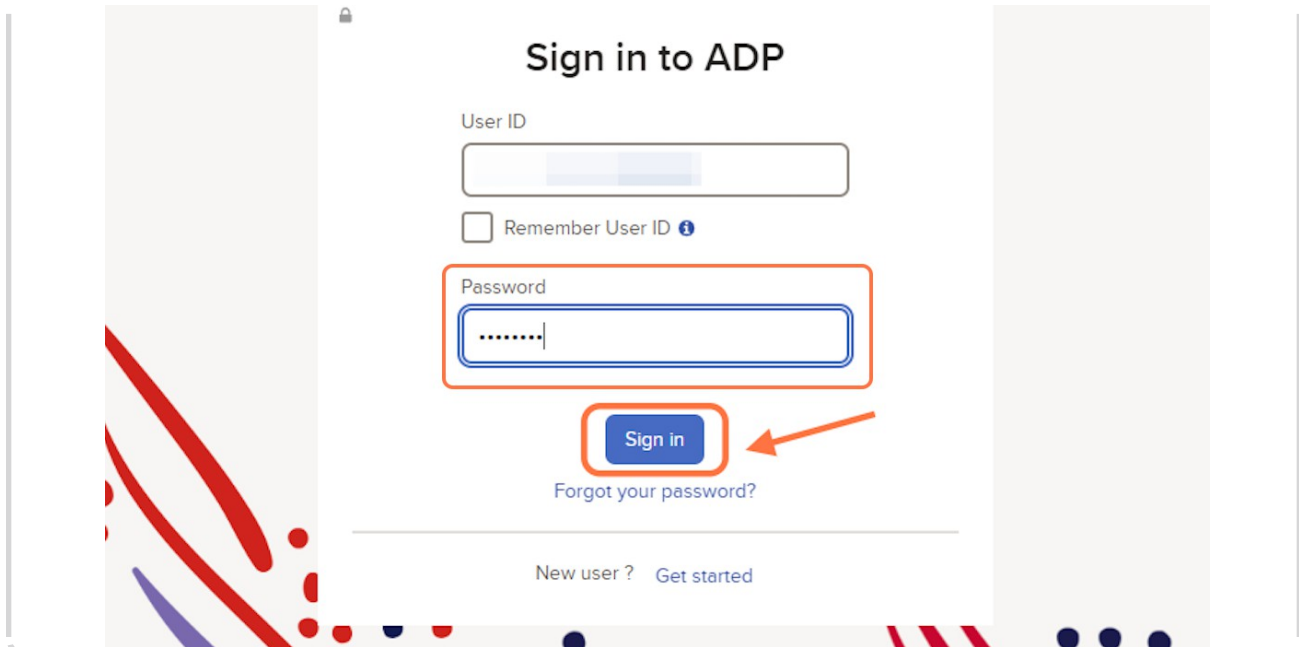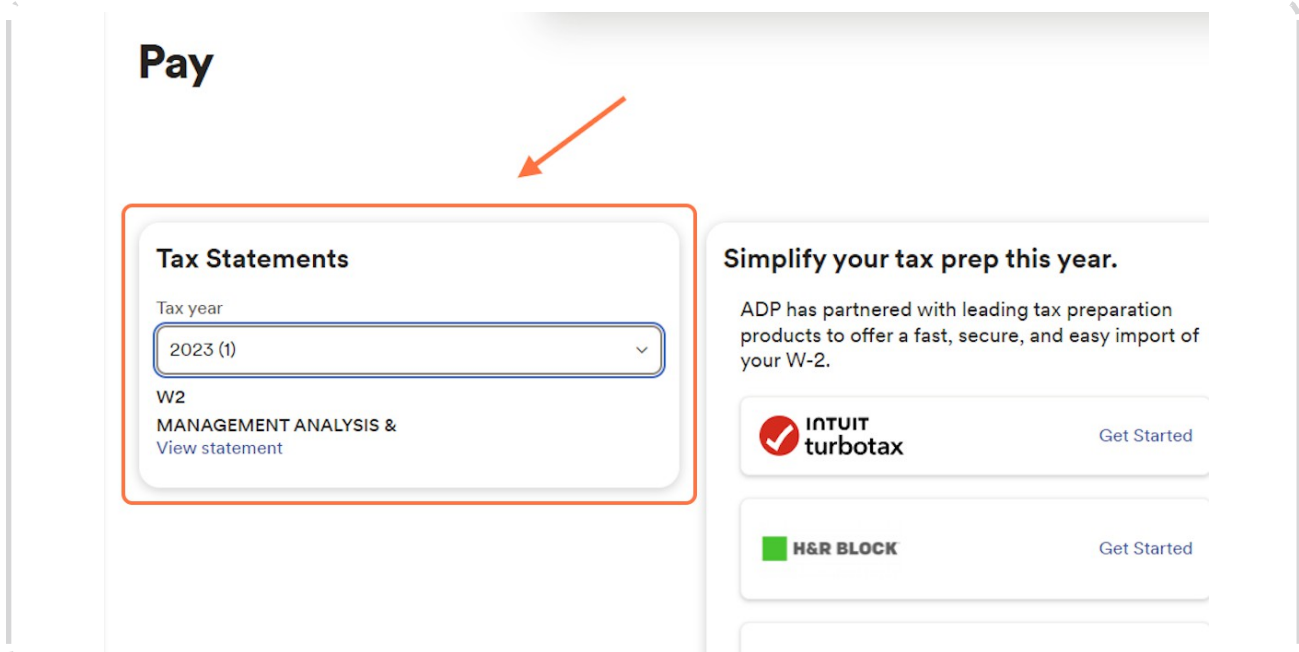4eld

Click on 'Ne0t'

STEP 19

Type the password you created >ust moments ago and click on 'Sign in'
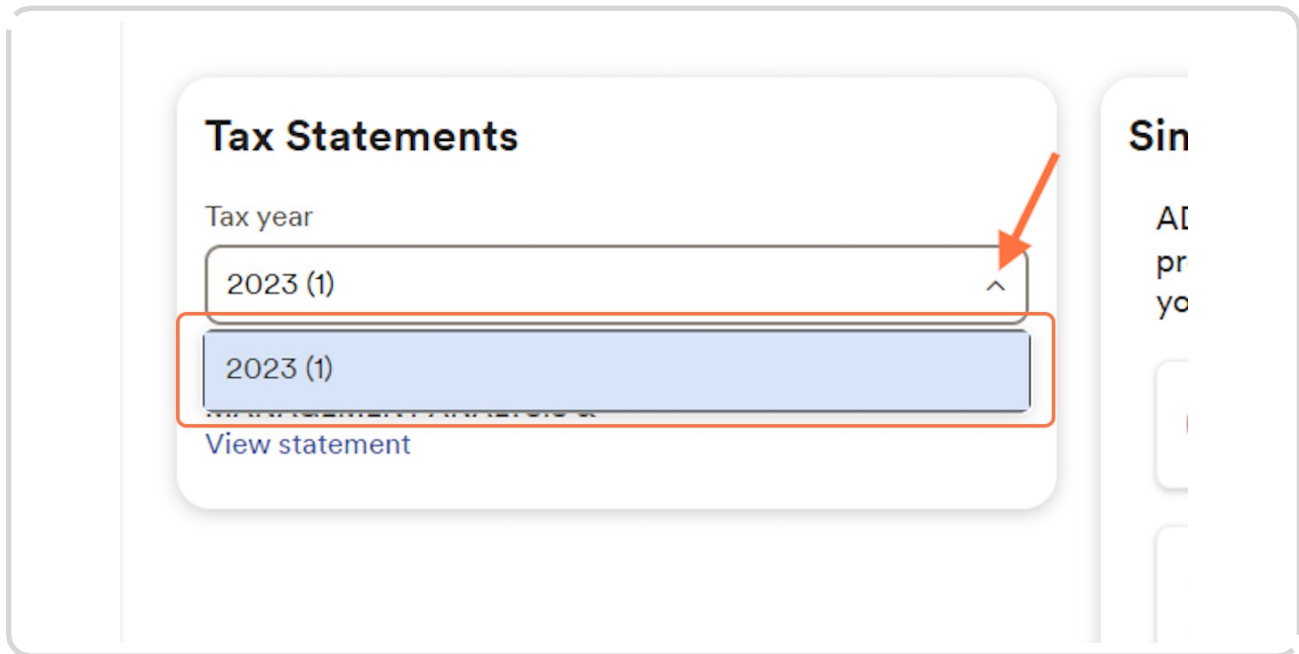

STEP 2q

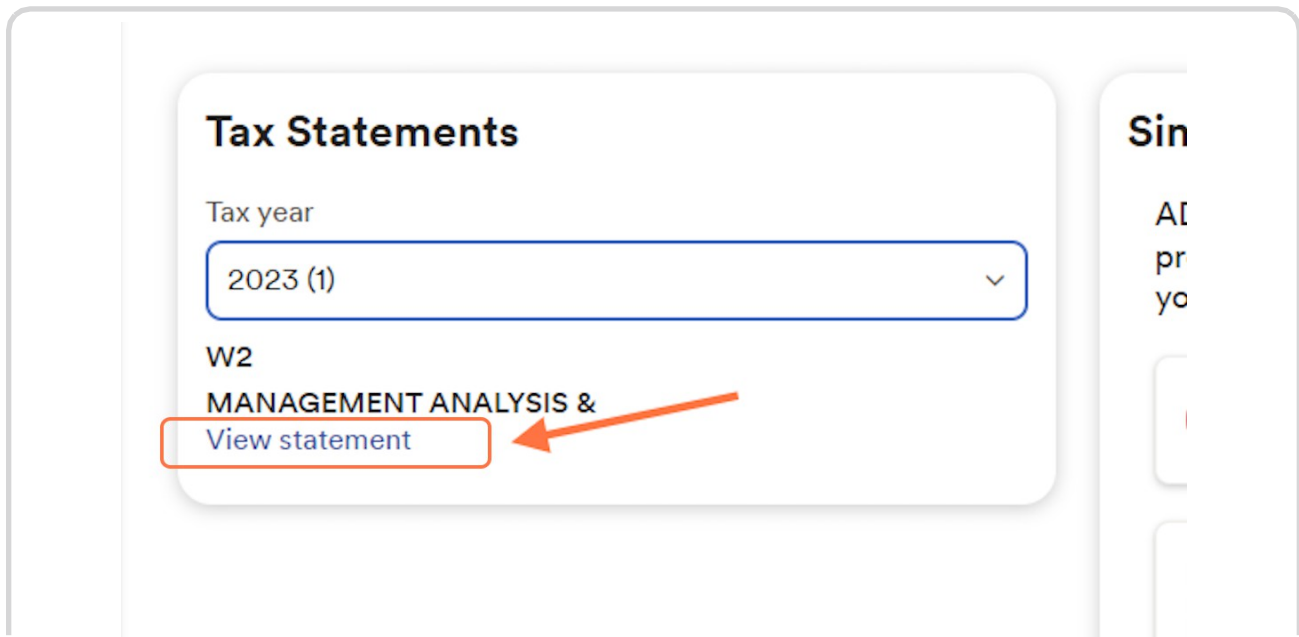**<u>Mnce you're in the jyADP portal, you will see a section for Ta0 Statements</u>**

STEP 21

If the 2q23 Ta0 year hasn't automatically populated, click the drop down to select it from the list

STEP 22

Click on 'View Statement'

This will generate a pop up with your electronic W2 that you can either Print or Download